

CITY OF MANCHESTER  
BOARD OF MAYOR AND ALDERMEN  
Meeting Minutes  
January 3, 2023, @ 6:30 pm  
City Hall Board Room

The Board of Mayor and Aldermen met in regular session at 6:30 p.m. in the Board Room at Manchester City Hall. The meeting was presided by Mayor Howard. Present for the meeting were Mayor Howard, Alderman French, Alderman Bellamy, Alderman Hobbs, Vice Mayor Messick, Alderman Parsley, Attorney Johnson, Finance Director Myers, Executive Administrative Assistant Keele, Police Chief Sipe, Assistant Police Chief Floied, Fire Chief Chambers, Community Development & Zoning Director Brittany Fiske, Public Works Kristina Moore, MWSD Director Phillip Miller, Parks/Rec Director Fox, Assistant Parks/Rec Director Johnson, I.S. Director Smotherman, Engineer Scot St. John, and other citizens. Absent was Alderman Anderson. The meeting opened with a prayer by Pastor Mark Barron, and the pledge to the flag was spoken in unison. Mayor Howard called the meeting to order.

**ROLL CALL:**

Finance Director Myers called the roll.

**APPROVAL OF MINUTES:**

Alderman French made a motion to approve the December 6, 2022 BOMA Meeting Minutes and seconded by Alderman Parsley. The minutes passed 5-0.

**CORRESPONDENCE:** none

**COMMENTS FROM CITIZENS:** none

**COMMENTS FROM MAYOR:** Mayor Howard commented about moving into 2023 and working with the BOMA. Mayor Howard announced the City was awarded a grant through TDEC-ARF for improvements to water/sewer infrastructure in the amount of 1,647,819.31, and welcomed everyone in attendance.

**Safety Committee-** Alderman Hobbs stated there would be a Special Called Safety meeting on Jan. 11

**Finance Committee-** Alderman Hobbs stated there would be a Special Called Safety Meeting on Jan. 11

**Street Committee-** Kristina Moore with Public Works stated the next Street Committee meeting would be 1-12-23

**Water /Sewer Commission-** Director Miller stated the next meeting would be 1-5-23.

**Recreation Commission-** Director Fox stated the next meeting would be 1-12-23.

**Tourism Development Commission-** nothing to report

**Planning & Zoning Commission-** Director Fiske stated next Planning & Zoning meeting would be 1-19-23.

**Information Systems Committee-** Alderman Parsley stated nothing to report.

**Historic Zoning Commission-** Alderman Bellamy stated nothing to report.

**RESOLUTIONS & ORDINANCES**

**Resolutions:**

- a. A resolution accepting Lexington Circle and Bluegrass Road in Lexington Subdivision as City Streets; sponsored by Vice Mayor Messick. Vice Mayor Messick made a motion to approve and seconded by Alderman Hobbs. Mayor Howard opened the floor to discussion and after none, called for the roll. The resolution passed 5-0.
- b. A resolution adopting a Plan of Services preliminary to annexation of Eight and Six/Hundredths (8.6) Acres of property owned by Jan Hammonds E.T. AL., located at 230 and 196 Campground Road; Sponsored by Vice Mayor Messick. Alderman French made a motion to approve and seconded by Vice Mayor Messick. Mayor Howard opened the floor to a public hearing, and Vice Mayor Messick discussed the location of the property. Mayor Howard called for the roll, and the resolution passed 5-0.
- c. A resolution annexing Eight and Six/Hundredths (8.6) Acres of Property owned by Jan Hammonds E.T. AL., located at 230 and 196 Campground Road; sponsored by Vice Mayor Messick. Alderman French made a motion to approve and seconded by Alderman Bellamy. Mayor Howard opened the floor to discussion and after none called for the roll. The resolution passed 5-0.

**Ordinances:**

- a. 2<sup>nd</sup> reading of an ordinance rezoning property owned by Mitch Umbarger on Murfreesboro Highway from RS-1 to R-4; sponsored by Vice Mayor Messick. Alderman French made a motion to approve and seconded by Alderman Hobbs. Mayor Howard opened the floor to a public hearing and after none called for the roll. The ordinance passed final reading 4-1, with Alderman Parsley voting nay.
- b. 2<sup>nd</sup> reading of an ordinance rezoning property owned by Eric Burch and Leif Swanson on 1310, 1312, and 1314 McArthur St. from R-3 to R-4; sponsored by Vice Mayor Messick. Alderman French made a motion to approve and seconded by Alderman Hobbs. Mayor Howard opened the floor to a public hearing and after none called for the roll. The ordinance passed final reading 4-1, with Alderman Parsley voting nay.
- c. 2<sup>nd</sup> reading of an ordinance to amend Manchester Municipal Code 14-809(2) relative to Rezoning Signage; sponsored by Vice Mayor Messick. Vice Mayor Messick made a motion to approve and seconded by Alderman Hobbs. Mayor Howard opened the floor to discussion and after none called for the roll. The ordinance passed final reading 5-0.
- d. 2<sup>nd</sup> reading of an ordinance to amend Manchester Municipal Code 14-101 relative to Planning Commission Membership; sponsored by Vice Mayor Messick. Vice Mayor Messick made a motion to approve and seconded by Alderman Hobbs. Mayor Howard opened the floor to discussion and after none called for the roll. The ordinance passed final reading 5-0.

- e. 1<sup>st</sup> reading of an ordinance rezoning property owned by Mike Jernigan at 118 Ester Lane from R11 to R-3; sponsored by Vice Mayor Messick. Vice Mayor Messick made a motion to approve and seconded by Alderman French. Mayor Howard opened the floor to discussion and Vice Mayor Messick discussed the location. Mayor Howard called for the roll and the ordinance passed first reading 5-0.
- f. 1<sup>st</sup> reading of an ordinance rezoning property owned by Jan Hammonds E.T. AL., on 196 and 230 Campground Road and recently annexed into the City as C-2 Commercial; sponsored by Vice Mayor Messick. Alderman French made a motion to approve and seconded by Alderman Hobbs. Mayor Howard opened the floor to discussion and after none called for the roll. The ordinance passed first reading 5-0.
- g. 1<sup>st</sup> reading of an ordinance to amend Manchester Municipal Code 12-301 relative to Building Permit Fees; sponsored by Vice Mayor Messick. Vice Mayor Messick made a motion to approve and seconded by Alderman French. Mayor Howard opened the floor to discussion and Director Fiske discussed the ordinance. Mayor Howard called for the roll and the ordinance passed first reading 5-0.
- h. 1<sup>st</sup> reading of an ordinance to add a provision to Title 14 Chapter 4 of Manchester Municipal Code to regulate Travel Trailers; sponsored by Vice Mayor Messick. Vice Mayor Messick made a motion to approve and seconded by Alderman Hobbs. Mayor Howard opened the floor to discussion and Director Fiske discussed individuals living in travel trailers. Mayor Howard called for the roll and the ordinance passed first reading 5-0.
- i. 1<sup>st</sup> reading of amend Manchester Municipal Code 18-203 relative to capacity fees, wastewater frontage fees, and wastewater service charges; sponsored by Vice Mayor Messick. **tabled**

**OLD BUSINESS:** none

**NEW BUSINESS**

- MWSD GIS Technician Job Description - Vice Mayor Messick made a motion to approve and seconded by Alderman French. The motion passed 5-0
- COLA – Mayor Howard asked if there was a motion to put on the table to discuss the Cost of Living Adjustment and Alderman Hobbs made a motion to discuss and seconded by Alderman Bellamy. Alderman Hobbs discussed 10 percent or 7 percent and would like to start this in January 2023. Alderman Parsley stated he has a spouse that works for the city and would not be allowed to vote. Director Myers discussed information she had received from the auditors. Alderman French discussed the need for the salary study and that we have RFPs out for that. Alderman French discussed other policies would be more impactful, and a scaled pay range. Alderman French stated he would vote on this tonight but wouldn't next time if we don't have a wage evaluation. Vice Mayor Messick stated the finance committee voted to not give the COLA to Director Miller and Director Myers. Alderman Hobbs made a motion to approve the 10 percent COLA with the start date of January 2<sup>nd</sup>, and to exclude employees hired after Jan. 2, 2023, along with Director Myers, and Director Miller from the COLA. Vice Mayor Messick seconded the motion. Mayor Howard called for the roll and the motion passed 4-0 with Alderman Parsley abstaining. Mayor Howard called for the roll on the original motion and the motion passed 4-0 with Alderman Parsley abstaining.
- Tourism Commission Vacancy (McReynolds) – 9-month term – BOMA Appointment – Alderman French made a motion to approve Lori Watson and seconded by Alderman Hobbs. The motion passed 4-0 with Alderman French abstaining.
- Finance Assistant – Director Myers discussed hiring an individual with 10 yrs. government experience and she is asking for 20 days of sick days and understands that if she is terminated she will not be paid out for the days. She would like 15 days vacations and would like to have the vacation time as she accrues it and not wait a year. Alderman French made a motion to approve 160 hours sick time with the understanding she can't cash it out if she quits and 15 days' vacation time starting out and seconded by Alderman Parsley. The motion passed 5-0.
- Resolution authorizing imposition of restrictions to the Dave King Park Property improved with a Local Park and Recreation Fund Grant. Attorney Johnson discussed the resolution. Alderman French made a motion to approve the resolution and seconded by Alderman Hobbs. Mayor Howard opened the floor to discussing and Director Fox discussed the resolution. Mayor Howard called for the roll and the resolution passed 5-0.

**COMMENTS FROM BOMA:** Alderman French discussed he would like to see the salary study reviewed, Alderman Bellamy discussed looking at vacation and sick time accrual. Alderman Bellamy discussed looking at the insurance and what we have is a piece of junk. Alderman Hobbs discussed looking forward to 2023 and getting ready for the budget cycle. Alderman Parsley discussed the need to look at new health insurance.

**ADJOURNMENT:**

- Being no further business to discuss, Mayor Howard asked for a motion to adjourn and Alderman French made the motion. The motion was seconded by Alderman Hobbs. The motion to adjourn was passed 5-0. The meeting adjourned at 7:35 p.m.

**SIGNATURES:**

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**Mayor Marilyn Howard**

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**Executive Administrative Assistant Keele**